



EMERGENCY RESPONSE PLAN

Township of South Glengarry

Introduction

Municipal emergencies may be defined as incidents caused by the influences of nature, an accident, and an intentional act or otherwise that constitute a danger of major destruction to life or property. These situations or the threat of an impending incident, abnormally affecting the lives and property of our society, by their nature and magnitude require a controlled and coordinated response by a number of government and private agencies under the direction of the appropriate elected officials. These roles are distinct from routine operations carried out by an agency or agencies such as police forces, fire departments or hospitals.

A proactive response is required for an emergency that has the potential to threaten lives, health, safety and property of the residents of the Township of south Glengarry. This response must be controlled and managed by local authorities, such as the municipality, police and fire services. This document provides an action-oriented framework that will enable the Township of South Glengarry to react and meet the needs of potential emergencies when they happen. The framework identifies primary, local government agencies, departments, organizations, personnel and resources to bring an emergency situation under control as quickly as possible.

When an emergency occurs, much of the responsibility to provide assistance rests with the local municipal government. This Emergency Plan is designed to ensure the coordination of Township resources to assist municipal, private and volunteer services in an emergency to bring the situation under control as quickly as possible.

While no one wishes for an emergency to occur, nevertheless, municipalities must be ready to protect the health and welfare of their residents that the elected municipal officials have been elected to serve. The development of a detailed Emergency Response Plan will assist the Township in providing controlled and coordinated response during major emergencies.

In addition, it is important that residents, businesses and interested visitors be aware of its provisions copies of Township of South Glengarry's Emergency Response Plan may be viewed at the Township's Administration Bldg. For more information, please contact the Community Emergency Management Coordinator:

Township of South Glengarry
6 Oak Street
Lancaster, ON
K0C 1N0
613-347-1166

Aim

This Emergency Plan is formulated under the provisions of the *Emergency Management and Civil Protection Act*, R.S.O. 1990 whereby:

“Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan.”

The Emergency Plan forms a part of the Township’s emergency management program.

The Emergency Plan of the Township of South Glengarry will provide coordinated emergency support to its residents in the event of an emergency.

The goal of an Emergency Plan is the earliest possible response to an emergency by all municipal agencies that may be required and the establishment of over all control of emergency operations.

Emergencies can occur within the Township of South Glengarry and the most likely are: transportation accidents, pipeline leak/explosion, ice/snow storm, hazardous materials incident, and fire.

For further details, please contact the Community Emergency Management Coordinator.

Authority

The *Emergency Management and Civil Protection Act, R.S.O. 1990 (EMCPA)* is the legal authority for this emergency response plan in Ontario.

The *EMCPA* states that the:

“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

As enabled by the *Emergency Management and Civil Protection Act, R.S.O. 1990*, this emergency management program plan and the emergency response plan have been:

- Issued under the authority of the *Township of South Glengarry By-law #39-04 and*
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services

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1.0 Emergency Notification Procedures

1.1. Activation

The Emergency Response Plan may be activated as soon as an emergency occurs or is expected to occur and which is considered to be at such magnitude to warrant its being implemented.

Upon receiving receipt of a real or potential emergency, the first responder will immediately contact the O.P.P. to request that the notification system be activated.

Upon receipt of the warning, the O.P.P. will notify all members of the Community Control Group (CCG).

Upon being notified, it is the responsibility of all CCG officials to notify their staff and volunteer organizations.

Where a threat of the impending emergency exists, the CCG will be notified and placed on standby.

An emergency plan can be activated any time even if an emergency may not be declared.

The contact information of the CCG members and their alternates are contained in Appendix A of this document- Emergency Alerting System (Appendix A is confidential)

1.2. Requests for Assistance

Assistance may be requested from the county at any time by contacting the County Warden or CAO. The request shall not be deemed to be a request that the county assume authority and control of the emergency.

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. A request for assistance should be made by contacting Emergency Management Ontario.

The Emergency Alerting System, including contact numbers for requesting assistance, is attached as **Appendix A**.

1.3. Declaration of Emergency

The Mayor, as the Head of Council, is responsible for declaring that a community emergency exists. This decision is usually made in consultation with other members of the Community Control Group. (Template attached in Appendix G)

Upon the declaration of an emergency, the Mayor shall notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services
- The Township of South Glengarry Council
- County Warden, as appropriate
- Members of the Public
- Neighbouring Municipal Officials, as required
- Local Member of Provincial Parliament (MPP), and
- Local Member of Parliament (MP)

1.4. Termination of Emergency

The Mayor, Council, or the Premier of Ontario, may terminate a Community Emergency. This decision is usually made in consultation with other members of the Community Control Group (CCG). (Template attached in Appendix G)

Upon termination of the emergency, the Mayor shall notify:

- Emergency Management Ontario, Ministry of Community Safety and Correctional Services
- The Township of South Glengarry Council
- County Warden, as appropriate
- Members of the Public
- Neighbouring Municipal Officials, as required
- Local Member of Provincial Parliament (MPP), and
- Local Member of Parliament (MP)

1.5. Emergency Operations Centre (EOC)

In the event of a declared emergency, the Emergency Operations Centre will be activated and the Community Control Group and other designated support staff will assemble at the EOC.

1.6. Emergency Operations Centre – Alternate Location

In the event that the primary Emergency Operations Centre location is inaccessible or otherwise inoperable, the alternative Emergency Operations Centre will be activated.

1.7. Community Control Group (CCG)

The following individuals comprise the Township of South Glengarry Community Control Group (CCG):

Mayor	Ian McLeod or alternate
CAO	Bryan Brown or alternate
Clerk	Marilyn LeBrun or alternate
Fire Chief	Vic Leroux or alternate
OPP Sergeant	Norm Marion or alternate
Public Works Director	Ewen MacDonald or alternate
Community Emergency Management Coordinator	Joanne Haley or alternate
Chief Building Official	Kevin Lalonde or alternate
Medical Officer of Health	Dr. Roumeliotis or alternate
Incident Commander	To be appointed at the time of an emergency
Social Services Representative	Larry MacDonell or alternate
Emergency Medical Services	Bill Lister or alternate
Emergency Information Officer	Kelli Shaver
Emergency Management Ont.	Philippe Geoffrion

Any other official, expert or representative deemed necessary by the Community Control Group may participate in the CCG and during any Emergency.

1.8. Alternates

The following individuals will replace the Community Control Group members in the event of absence. These replacements would also be called as part of the Alerting system should any member of the Community Control Group not be available.

Mayor	Deputy Mayor
CAO	GM-Finance
Clerk	GM-Finance
Fire Chief	Deputy Fire Chiefs
OPP Sergeant	OPP Representatives
GM- Infrastructure	Roads Manager
Social Services	Doris MacLean or Jocelyn Menard
EIO	Economic Development & Communications Officer
EMS	Duty Officer
CEMC	CEMC Alternate
CBO	Manager-Property Standards and Enforcement
Medical Officer of Health	Mario Pinard

1.9. Operating Cycle

Members of the CCG will gather at regular intervals to inform each other of actions taken and problems encountered. The CAO will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their

individual responsibilities. The CAO or alternate or appointed assistant will maintain status boards and maps which will be prominently displayed and kept up to date.

1.10. Community Control Group Responsibilities (Collective)

The Community Control Group is collectively responsible for the overall management of the Emergency Plan for the Township of South Glengarry. This group will act as a decision-making body and be responsible for activation of all activities related to the emergency. The Mayor is the Head of the Group.

- Calling out and mobilizing their emergency service, agency and equipment;
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- Determining if the location and composition of the CCG are appropriate;
- Advising the Mayor as to whether the declaration of an emergency is recommended;
- Advising the Mayor on the need to designate all or part of the township as an emergency area;
- Ensuring that an Emergency Site Manager (ESM) is appointed;
- Ensuring support to the ESM by offering equipment, staff and resources, as required;
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger;
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas closing down a shopping plaza/mall;
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, service clubs;
- Notifying, requesting assistance from and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary;
- Determining if additional volunteers are required and if appeals for volunteers are warranted;
- Determining if additional transport is required for evacuation or transport of persons and/or supplies;
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer and Citizen Inquiry Supervisor, for dissemination to the media and public;
- Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery;
- Authorizing expenditure of money required dealing with the emergency;
- Notifying the service, agency or group under their direction, of the termination of the emergency;
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log to the Chief Administrative Officer within one week of the termination of the emergency, as required;

- Participating in the debriefing following the emergency.

1.11. Emergency Alerting System for Potential Emergency

If a decision is made to alert and/or assemble the Community Control Group in anticipation of an emergency occurring or the declaration of an emergency, the following procedures will be followed:

- Members of the Community Control Group (CCG) will be called in the order in which they are listed by the CEMC or CEMC alternate or to a delegated person.
- Alternates will be called only if the primary member cannot be reached or is not available.
- When the call is given, it will be brief, clear and specific. The caller will state authorization for alerting the Community Control Group, give their name and telephone number.
- In calling the Fire or Police, the initial contact should be through 9-1-1.
- Any changes to telephone numbers are to be reported to CEMC.

1.11.1. Relationship Between CCG and Incident Commander

Depending on the nature of the emergency, and once the Incident Commander has been assigned, the CCG relationship with the Incident Commander is to offer support with equipment, staff and other resources, as required.

The CCG will also ensure that the rest of the community maintains municipal services.

1.11.2. Relationship Between IC, and Command and Control Structures of Emergency Responders

The senior representative for each emergency responder (police, fire, EMS, public works) at the site will consult with the Incident Commander, so as to offer a coordinate and effective response. Regular briefings will be held at the site and chaired by the Emergency site Manager, so as to establish the manner and process to the emergency.

1.12. The Individual Responsibilities of the Community Control Group:

Mayor or Acting Mayor

The Mayor or Acting Mayor is responsible for:

- Providing overall leadership in responding to an emergency;
- Declaring an emergency within the designated area;

- Declaring that the emergency has terminated (Note: council may also terminate the emergency);
- Notifying the Emergency Management Ontario, Ministry of Community Safety and Correctional Services of the declaration of the emergency, and termination of the emergency;
- Ensuring the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation.

CAO

The CAO or alternate for the Township of South Glengarry is responsible for:

- Activating the emergency notification system through the OPP, if the CEMC is unavailable;
- Ensuring liaison with the Police representative regarding security arrangements for the EOC;
- As the Operations Officer, coordinating all operations within the emergency Operations Centre, including the scheduling of regular meetings;
- Advising the Mayor on policies and procedures, as appropriate;
- Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer, in consultation with the CCG;
- Ensuring that a communication link is established between the CCG and the Emergency site Manager (ESM);
- Calling out additional Township staff to provide assistance, as required.

OPP Representative

The OPP Representative or alternate is responsible for:

- Activating the emergency notification system, and ensuring all members of the CCG are notified;
- Notifying necessary emergency and community services, as required;
- Establishing a site command post with communications to the EOC;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communication links with the senior police official at the scene of the emergency;
- Establishing the inner perimeter within the emergency area;
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- Providing traffic control staff to facilitate the movement of emergency out of hot zone;

- Alerting persons endangered by the emergency and coordinating evacuation procedures;
- Opening of evacuee centres in collaboration with the Social Services Representative;
- Ensuring liaison with the social Services Officer regarding the establishment and operation of evacuation and reception centres;
- Ensuring the protection of life and property and the provision of law and order;
- Providing police service in EOC, evacuee centres, morgues, and other facilities, as required;
- Notifying the coroner of fatalities;
- Ensuring liaison with other community, provincial and federal police agencies, as required;
- Providing an Emergency Site Manager, if required.

Incident Commander

The Incident Commander will be assigned at the time of an emergency based upon the type of emergency; the Incident Commander shall take the following actions to manage the Emergency Site:

- Establish his/her authority at the site within the outer perimeter.
- Establish communications with the Emergency Operations Centre (EOC).
- Ensure inner and outer perimeters are established.
- Ensure that in and out routes are established.
- Develop a consolidated plan of action to mitigate the effects of the Emergency.
- Ensure the coordination of response agencies.
- Approve request for ordering and releasing key resources.
- Supervising all ground operations and, if necessary, all air operations.
- Maintain a log of all actions taken. Scribe for some functions.
- At the termination of the emergency, collect all logs/diaries and pass them to the C.A.O.

Fire Chief

The Fire Chief or alternate is responsible for:

- Activating the emergency notification system through the OPP;
- Providing the CCG with information and advice on firefighting and rescue matters;
- Depending on the nature of the emergency, assign the site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior fire official at the scene of the emergency;
- Informing the Mutual Aid fire Coordinators and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed;

- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing;
- Providing assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation;
- Providing an Emergency Site Manager, if required.

General Manager of Infrastructure or Alternate

The General Manager of Infrastructure is responsible for:

- Providing the CCG with information and advice on engineering and public works matters;
- Depending on the nature of the emergency, assign the Site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior public works official at the scene of the emergency;
- Ensuring liaison with the public works representative from the neighbouring community(s) to ensure a coordinated response;
- Ensuring provision of engineering assistance;
- Ensuring construction, maintenance and repair of township roads, and liaise with County Engineer when dealing with County roads;
- Ensuring the maintenance of sanitary sewage and water systems;
- Providing equipment for emergency pumping operations;
- Ensuring liaison with the fire chief concerning emergency water supplies for fire fighting purposes;
- Providing emergency potable water, supplies and sanitation facilities to the requirements indicated by the Medical Officer of Health;
- Discontinuing any public works service to any resident, as required, and restoring these services when appropriate;
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions;
- Providing public works vehicles and equipment as required by any other emergency services;
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action.

Medical Officer of Health or Alternate

The Medical Officer of Health is responsible for:

- Acting as a coordinating link for all emergency health services at the CCG;
- Ensuring liaison with the Ontario Ministry of Health and Long Term Care, Public Health Branch;

- Depending on the nature of the emergency, assign the site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior health official at the scene of the emergency;
- Providing advice on any matters, which may adversely affect public health;
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Officer;
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to Ministry of Health and Long Term Care policies;
- Ensuring coordination of care of bed-ridden citizens and invalids at home and in evacuee centres during an emergency;
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources;
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency;
- Notifying the Public Works Representative regarding the need for potable water supplies and sanitation facilities;
- Ensuring liaison with social Services Representative on areas of mutual concern regarding health services in evacuee centres;
- Medical Officer of Health can activate an Emergency Response Plan if required.

Senior Social Services Representative or Alternate

The Senior Social Services Representative is responsible for:

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and inquiries and personal services;
- Supervising the opening and operation of temporary and/or long-term evacuee and/or reception centres, and ensuring they are adequately staffed;
- Ensuring liaison with the police chief with respect to the pre-designation of evacuee centres which can be opened on short notice;
- Liaison with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres;
- Ensuring that a representative of the Public School Board and/or Separate School Board is/are notified when facilities are required as evacuee/reception centres, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation;
- Ensuring liaison with the Area Nursing Homes as required;

Emergency Medical Services (EMS) Representative or Alternate

The Emergency Medical Services (EMS) Representative is responsible for:

- Ensuring emergency medical services at the incident site;
- Depending on the nature of the emergency, assign the site Manager and inform the CCG;
- Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- Obtaining EMS from other municipalities for support, if required;
- Advising the CCG if other means of transportation is required for large scale response;
- Ensuring liaison with the receiving hospitals;
- Ensuring liaison with the Medical Officer of Health, as required.

Community Emergency Management Coordinator (CEMC) or Alternate

The Community Emergency Management Coordinator is responsible for:

- Activating the emergency notification system during office hours or through the OPP;
- Activating and arranging the Emergency Operations Centre;
- Ensuring that security is in place for the EOC and registration of CCG members;
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment;
- Providing advice and clarifications about the implementation details of the Emergency Response Plan;
- Supervising the Telecommunications coordinator;
- Ensuring liaison with community support agencies (e.g. St. John Ambulance, Canadian Red Cross);
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference;
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep CCG informed of implementation needs;
- Maintaining the record and logs for the purpose of the debriefing and post-emergency reporting that will be prepared.

CAO Administrative Assistant – To be Appointed at the Time of an Emergency

The CAO Administrative Assistant is responsible for:

- Assisting the Chief Administrative Officer, as required;
- Ensuring all important decisions made and actions taken by the CCG are recorded;
- Ensuring that maps and status boards are kept up to date;
- Provide a process for registering CCG members and maintaining a CCG member list;
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre;

- Initiating the opening, operation, and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of CCG members' telephone numbers in the EOC;
- Assuming the responsibilities of the Citizen Inquiry Supervisor;
- Arranging the responsibilities of the Citizen Inquiry Supervisor;
- Arranging for printing of material, as required;
- Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required;
- Upon direction by the Mayor, ensuring that all council are advised of the declaration and termination of declaration of the emergency;
- Upon direction by the Mayor, arranging special meetings of council, as required, and advising members of council of the time, date, and location of the meetings;
- Procuring staff to assist, as required.

Emergency Information Officer

The Township's Chief Building Official will act as the Emergency Information Officer during an emergency. The Emergency Information Officer is responsible for the dissemination of information to the media for the public. All press releases/public announcements must be reviewed or approved by the CAO and/or the Mayor.

Other Agencies

In an emergency, many agencies may be required to work with the Community Control Group which may include Emergency Management Ontario, Ontario Provincial Police, the Office of the Fire Marshal, industry, volunteer groups, conservation authorities, and provincial ministries.

Refer to the various emergency plans from other agencies, which are located in the Emergency Management Coordinator's office, Township Administration Building.